

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <b>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</b>					1. REQUISITION NUMBER N6050816WFGUIDEANDMAP		PAGE 1 OF 36								
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER N68836-16-R-0181		6. SOLICITATION ISSUE DATE 16-Aug-2016							
7. FOR SOLICITATION INFORMATION CALL:		a. NAME LEARIE O. HOLDER				b. TELEPHONE NUMBER (No Collect Calls) 904-542-0039		8. OFFER DUE DATE/LOCAL TIME 01:00 PM 23 Aug 2016							
9. ISSUED BY CODE		N68836		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR <input checked="" type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: 1000 NAICS: 511130		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS							
NAVSUP FLC JACKSONVILLE CONTRACTS DIV LEARIE HOLDER 110 YORKTOWN AVE, 3RD FLOOR NAS JACKSONVILLE FL 32212-0097  TEL: 904-542-0039 FAX: 904-542-1098						13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)									
15. DELIVER TO NAS WHITING FIELD JAY COPE PUBLIC AFFAIRS OFFICER 7550 USS ESSEX AVENUE MILTON FL 32570 TEL: 850-623-7341 FAX:		CODE		N60508		16. ADMINISTERED BY		CODE							
17a. CONTRACTOR/OFFEROR CODE				18a. PAYMENT WILL BE MADE BY		CODE									
FACILITY CODE															
TEL.															
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		<input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM													
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES				21. QUANTITY		22. UNIT		23. UNIT PRICE		24. AMOUNT			
		SEE SCHEDULE													
25. ACCOUNTING AND APPROPRIATION DATA								26. TOTAL AWARD AMOUNT (For Govt. Use Only)							
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED															
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED															
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 2 COPIES <input checked="" type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.						29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:									
30a. SIGNATURE OF OFFEROR/CONTRACTOR						31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)				31c. DATE SIGNED					
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)						30c. DATE SIGNED						31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)			
						TEL:				EMAIL:					

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 36	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____					
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR		36. PAYMENT
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42a. RECEIVED BY <i>(Print)</i>		
			42b. RECEIVED AT <i>(Location)</i>		
			42c. DATE REC'D <i>(YY/MM/DD)</i>	42d. TOTAL CONTAINERS	

## Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Base Guides and Maps FFP Base Year-Supplies will be provided in accordance with the Statement of Work. Visitors Maps, Guides, and Flyers are at No Cost to the Government. FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	Base Guides FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	2,500	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB	Base Gatefold Maps FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	1,500	Each		

NET AMT

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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AC	Base Flat Maps FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	2,000	Each		

NET AMT

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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AD	Base Flyers FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	500	Each		

NET AMT

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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	Base Guides and Maps FFP Option Year I - Supplies will be provided in accordance with the Statement of Work. Visitors Maps, Guides, and Flyers are at No Cost to the Government. FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A				
NET AMT					<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AA OPTION	Base Guides FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	2,500	Each		
NET AMT					<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AB OPTION	Base Gatefold Maps FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	1,500	Each		
NET AMT					<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AC	Base Maps	2,000	Each		
OPTION	FFP				
	FOB: Destination				
	MILSTRIP: N6050816WFGUIDEANDMAP				
	PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP				
	SIGNAL CODE: A				
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001AD	Base Flyers	500	Each		
OPTION	FFP				
	FOB: Destination				
	MILSTRIP: N6050816WFGUIDEANDMAP				
	PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP				
	SIGNAL CODE: A				
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001 OPTION	Base Guides and Maps FFP Option Year II - Supplies will be provided in accordance with the Statement of Work. Visitors Maps, Guides and Flyers are at No Cost to the Government. FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AA OPTION	Base Guides FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	2,500	Each		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AB OPTION	Base Gatefold Maps FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	1,500	Each		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AC OPTION	Base Flat Maps FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	2,000			
				NET AMT	<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001AD OPTION	Base Flyers FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	500	Each		
				NET AMT	<hr/>



ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001 OPTION	Base Guides and Maps FFP Option Year III - Supplies will be provided in accordance with the Statement of Work. Visitors Maps, Guides, and Flyers are at No Cost to the Government. FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A				
NET AMT					<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AA OPTION	Base Guides FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	2,500	Each		
NET AMT					<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AB OPTION	Base Gatefold Maps FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	1,500	Each		
NET AMT					<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AC OPTION	Base Flat Maps FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	2,000	Each		
				NET AMT	<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001AD OPTION	Base Flyers FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	500	Each		
				NET AMT	<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001 OPTION	Base Guides and Maps FFP Option Year IV - Supplies will be provided in accordance with the Statement of Work. Visitors Maps, Guides and Flyers are at No Cost to the Government. FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A				
NET AMT					<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001AA OPTION	Base Guides FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	2,500	Each		
NET AMT					<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001AB OPTION	Base Gatefold Maps FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	1,500	Each		
NET AMT					<hr/>

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001AC OPTION	Base Flat Maps FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	2,000	Each		
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001AD OPTION	Base Flyers FFP FOB: Destination MILSTRIP: N6050816WFGUIDEANDMAP PURCHASE REQUEST NUMBER: N6050816WFGUIDEANDMAP SIGNAL CODE: A	500	Each		
NET AMT					

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0001AA	Destination	Government	Destination	Government
0001AB	Destination	Government	Destination	Government
0001AC	Destination	Government	Destination	Government
0001AD	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1001AA	Destination	Government	Destination	Government
1001AB	Destination	Government	Destination	Government
1001AC	Destination	Government	Destination	Government

1001AD Destination	Government	Destination	Government
2001 Destination	Government	Destination	Government
2001AA Destination	Government	Destination	Government
2001AB Destination	Government	Destination	Government
2001AC Destination	Government	Destination	Government
2001AD Destination	Government	Destination	Government
3001 Destination	Government	Destination	Government
3001AA Destination	Government	Destination	Government
3001AB Destination	Government	Destination	Government
3001AC Destination	Government	Destination	Government
3001AD Destination	Government	Destination	Government
4001 Destination	Government	Destination	Government
4001AA Destination	Government	Destination	Government
4001AB Destination	Government	Destination	Government
4001AC Destination	Government	Destination	Government
4001AD Destination	Government	Destination	Government

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	30-MAR-2017		NAS WHITING FIELD JAY COPE PUBLIC AFFAIRS OFFICER 7550 USS ESSEX AVENUE MILTON FL 32570 850-623-7341 FOB: Destination	N60508
0001AA	30-MAR-2017	2,500	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
0001AB	30-MAR-2017	1,500	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
0001AC	30-MAR-2017	2,000	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
0001AD	30-MAR-2017	500	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
1001	30-MAR-2018		(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
1001AA	30-MAR-2018	2,500	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
1001AB	30-MAR-2018	1,500	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508

1001AC 30-MAR-2018	2,000	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
1001AD 30-MAR-2018	500	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
2001 30-MAR-2019		(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
2001AA 30-MAR-2019	2,500	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
2001AB 30-MAR-2019	1,500	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
2001AC 30-MAR-2019	2,000	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
2001AD 30-MAR-2019	500	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
3001 30-MAR-2020		(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
3001AA 30-MAR-2020	2,500	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
3001AB 30-MAR-2020	1,500	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
3001AC 30-MAR-2020	2,000	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
3001AD 30-MAR-2020	500	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
4001 30-MAR-2021		(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
4001AA 30-MAR-2021	2,500	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
4001AB 30-MAR-2021	1,500	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
4001AC 30-MAR-2021	2,000	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508
4001AD 30-MAR-2021	500	(SAME AS PREVIOUS LOCATION) FOB: Destination	N60508

## CLAUSES INCORPORATED BY REFERENCE

252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.204-7000	Disclosure Of Information	AUG 2013
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information	DEC 2015
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting.	DEC 2015

## CLAUSES INCORPORATED BY FULL TEXT

**5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (July 2013)**

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

**APPLICABILITY**

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

**ACCESS TO FEDERAL FACILITIES**

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command’s Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual’s performance under the contract.

**ACCESS TO DOD IT SYSTEMS**

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity’s Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a

SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

#### **INTERIM ACCESS**

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

#### **DENIAL OR TERMINATION OF ACCESS**

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

#### **CONTRACTOR'S SECURITY REPRESENTATIVE**

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

#### **BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES**

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base,



facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

#### **BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES**

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

- Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and
- Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

\* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

## STATEMENT OF WORK

### **NAVAL AIR STATION WHITING FIELD GUIDE AND AREA MAP**

#### **I. PURPOSE**

The purpose of this Request for Proposal (RFP) is to provide for the publication of a Guide for Naval Air Station (NAS) Whiting Field hereinafter referred to as the "Guide," and a Visitors' Map. All further references to the Guides, Gatefold Maps, Flat Maps, and Flyers will be hereinafter referred to collectively as "Guide and Map." The Civilian Enterprise (CE) Base Guide referred to as "Guide" shall include the telephone directory.

#### **II. REFERENCES**

Policies and guidelines stated in this Contract are based on Department of Defense Instruction 5120.04, Navy Publications and Printing Service Instruction 5600.42A, Department of the Navy Publications and Printing Regulations NAVSO P-35, and 32 Code of Federal Regulations (CFR) 247.

#### **III. COST**

A. All proceeds from the sale of advertisements in support of the Guide and Maps shall go to the Contractor, who agrees to look exclusively thereto for the recovery of any and all costs.

B. The Contractor shall bear all costs and expenses of publishing the Guide and Map. The Contractor shall also pay all taxes arising out of said publication. It is expressly agreed that neither the Government nor its representatives and successors will be liable for any expenses or obligations incurred in publishing said publication.

C. The Guide and Map shall be furnished at no cost to the United States Government or to any agency thereof, and no appropriated or non-appropriated funds shall become due or payable to the Contractor or anyone else by reason of this Contract. The Guide and Map becomes the property of the Government, Installation, or intended reader upon delivery in accordance with the terms of the contract.

#### **IV. GENERAL**

##### **A. DISTRIBUTION**

1. The Guide and Map shall not be sold, distributed, or circulated as part of any other publication, nor for any purpose other than provided herein.
2. Distribution of the Guide and Map to military personnel will be the responsibility of, and controlled by the Public Affairs Office (PAO), except for the proof copies to advertisers that shall be withheld and provided by the Contractor.
3. The Public Affairs Office may provide the Guide and Map to all newly assigned personnel as well as any other person, contingent upon the PAO's discretion. However, the Government will have the authority to prohibit circulation if it considers any of the advertising or information to be in bad taste, detrimental to discipline, or otherwise contrary to the best interests of the Government or the United States Navy.

##### **B. FORMAT**

1. The Guide and Map shall not include organizational charts or listings of the Command. The Guide shall include base telephone numbers of organizational elements.
2. The PAO will provide emergency and service numbers to be included in the Guide.
3. Reference to base exchanges and commissaries in the Guide may contain only the location, hours of operation, and listing of services available.
4. On the Table of Contents page, the Contractor shall post the publication date, the Contractor's name, permanent address, and telephone number shall be prominently and plainly displayed.
5. Neither the name of the installation, organization, nor a military post office address may be included in the Contractor's letterhead or mailing address.

##### **C. MASTHEAD**

- a. The masthead of this publication shall contain the following paragraphs printed in type no smaller than 6-point:
  - (1) "This DoD Guide and Installation Map is an authorized publication for members of the Department of Defense. Contents of this Guide are not necessarily the official views of, or endorsed by, the U.S. Government, the Department of Defense, or the Department of the Navy."
  - (2) "Published by (Contractor's company name), a private firm in no way connected with the Department of the Navy, under exclusive written contract with Fleet Logistics Center Jacksonville, FL. The editorial content of this publication is the responsibility of the Naval Air Station, Whiting Field, FL Public Affairs Office."

- (3) “Everything advertised in this publication shall be made available for purchase, use, or patronage without regard to race, color, religion, sex, national origin, age, marital status, physical handicap, political affiliation or any other non-merit factor of the purchaser, user, or patron.”

b. The masthead of the CE Guides and Installation Maps shall list the mailing address and telephone number of the editorial staff. List the names of the Commanding Officer, PAO, and primary staff of the publication (with their editorial titles) only if the Contractor elects to list his or her name and the names of his or her employees.

#### D. THE GOVERNMENT WILL

1. Furnish editorial material on a Microsoft Word compatible disk or on a Contractor provided web site. Write headlines, cutline, and body text to be used in the base section as well as the front cover of the Guide.
2. Coordinate and approve all photographic support, line art, design, and makeup accomplished by the Contractor.
3. Proofread all material provided, to include the material provided by the Contractor, checking for security breaches, accuracy, and propriety of its contents. The Government or Public Affairs Office will provide oversight and final approval authority for photographs, editorial, and other materials to be used in the publications in the space allotted for that purpose by written contract with the commercial Contractor.
4. Distribute the Guide and Map for inclusion in newcomer sponsorship packages, retirees, Navy sponsored orientation visit groups, or other community relations' activities.

#### E. RIGHTS OR INTERESTS

The Contractor shall not sell or assign any right or interest under this Contract, nor any aspect of the performance of this Contract except with the prior written consent of the Contracting Officer.

#### F. COLOR PAGES

The Contractor shall provide editorial pages containing only color photographs except those historical in nature. The Contractor shall utilize four-color process photography, spot color, color posterization, and the option of color inks, on color paper stock, as agreed to by the Government. Minimum quality paper stock is 60 pounds coated. The Contractor shall make an offer of the above mentioned color specifications in the official written proposal for the Contract.

#### G. RECYCLED PAPER

1. The Contractor shall provide economically feasible high quality recycled paper samples for selection by the Government. The recycled paper selected by the Government shall be used in the Guide and the Contractor shall not change the paper without prior approval of the Government.
2. The Contractor shall provide options of color paper stock.
3. The Contractor shall provide a Guide printed on 8 ½ x 11-inch paper. The Map shall be printed on a minimum of 22 ½ x 24-inch paper and shall include maps of NAS Whiting Field, and the City of Milton. The Government determines relative size of the maps to advertising.

#### H. PHOTOGRAPHY

The Contractor shall provide the services of a photographer for annual photographic requirements, if requested by the Government. The Government determines the number of photographs required for each edition.

#### I. ONLINE INTERACTIVE GUIDE

- In addition to providing 2,500 hardcopy Guides, the Contractor shall host and maintain the Guide (complete with the advertising section) on their servers.
- All guide sections posted online are at the discretion and approval of the PAO.
- The Contractor Production and IT departments shall prepare the link according to the PAO's direction prior to posting on their main website.
- The Contractor shall make revisions to the online publication as often as desired, on a quarterly basis, to ensure the guide information remains up-to-date.
- Embedded video may be used in the electronic guide. The PAO can supply any video of their choosing and may change the content at any time.
- The site will also be coded for viewing on mobile internet devices.
- All hi-resolution photographs will be uploaded to this server and linked from the low-resolution photograph content on the web page.
- Visitors will have the ability to search for all archived content and photos.

#### J. MOBILE APP (APPLICATION)

To further strengthen the Guide, the Mobile APP shall allow all desired content from the publication to be accessible from a smart phone and/or tablet device. The APP shall include installation specific Command level information duplicated from the editorial section of the Guide. Other sections of the APP shall contain options like a Directory of PAO approved phone numbers, Morale, Welfare, Recreation (MWR), Weather, Gas Prices, Travel, and the listings of military friendly businesses that have supported the Guide complete with deals, discounts and coupons. The APP should be offered free of charge to those who download the application.

#### K. BASE GUIDE (INCLUDES FOLD OUT MAPS AND ADS)

- Approximate size of the guide/directory will be 10 3/4" long by 8 1/4" wide.
- The guide/directory shall contain a directory of all on-base telephone listings and a minimum of two (2) fold out maps, detailing the military installation, the local area, and advertising sections.
- For historical purposes, the Contractor provides two (2) hardbound editions of the guide annually.

#### L. GATEFOLD MAP (TRI-FOLD)

- The Contractor provides the Gatefold Map produced in full-color.
- These maps will be the same as the foldout maps provided in the guide printed in a "brochure style" format.
- The size of the map will be 3 3/4 inches wide by 8 3/4 inches long folded and 34 1/2 inches wide by 22 1/4 inches high unfolded.
- Photos and artwork will be made available on the front cover of the map.
- One side will depict the military installation, including building locations, street names, and other pertinent details about the installation. The reverse side will depict an accurate representation of streets, highways, interstate roads, airports and other significant landmarks of the local area.

#### M. ONLINE FLYER

- The Contractor shall provide Online Flyers customized for the installation, in full color at the size of a CD (5" x 5"). Provide information on accessing the Online Interactive Guide (para. I), and the Mobile App (Para J.).

#### N. FLAT MAPS

- The Contractor shall provide Flat Maps, which are the same as the foldout maps provided in the guide printed in a “flat-map” format.
- Perfect bound as tear-off pads, which can simply be ripped off the pad at gate entries, housing offices, etc.
- The Contractor can provide a minimum of 100 Flat Maps per pad or more.
- The Flat Maps allow the installation to save the Gatefold Maps for newcomers or other long-term residents.

#### O. ONSITE ASSISTANCE

Neither military nor DoD civilian personnel will be assigned to duty at the premises of the Contractor. Neither military nor DoD civilian personnel will perform any job functions that are part of the business activities of the contractual responsibilities of the Contractor either at the Contractor’s facility or the Government facility. The PAO and staff who produce the non-advertising content of the publications may perform certain installation liaison functions on Contractor premises including monitoring and coordinating layout and design and other publishing details set forth in the contract to ensure the effective presentation of information. One or more members of the Public Affairs Staff will review proof copy to prevent errors.

#### P. FREIGHT

The Contractor shall ship the required number of copies of the Guides and Maps by prepaid freight, F.O.B. destination to the location in the Statement of Work (SOW) directed by the Naval Air Station Whiting Field Public Affairs Office, in accordance with FAR clause 52.247-34.

#### Q. OTHER

The Contractor shall hold harmless the United States Government, United States Navy, and its personnel against liability or claim or lawsuits because of any act of omission, negligence, default, or error in judgment of the Contractor or its agents in the publication, printing, and delivery of the Guide and Map, and further, the Contractor warrants that all third parties dealing with the Contractor shall have no contractual relationship with the United States Government, United States Navy, or its personnel, nor shall they be led to believe that such relationships exist or shall exist.

### V. ADVERTISING

a. The CE Contractor shall use the space agreed upon for advertising. The space shall not exceed 60 percent of the total CE publication. While the editorial content of the publication is completely controlled by the installation, the advertising section, including its content, is the responsibility of the CE Contractor. Any decision by a CE Contractor to accept or reject an advertisement is final. However, the Public Affairs (PA) staff retains the responsibility to review advertisements before they are printed.

b. Before each issue of a CE publication is printed, the PA staff will review advertisements and inserts to identify any that; are contrary to law or to DoD or Military Service regulations, including this instruction; may pose a danger or detriment to DoD personnel or their family members; or interfere with the Command or installation missions.

(1) It is the Command’s best interest to carefully apply DoD and Military Service regulations and request exclusion of only those advertisements and inserts that are clearly in violation of this instruction.

(2) If any such advertisements or inserts are identified, the Public Affairs Officer (PAO) will obtain a legal coordination of the proposed exclusion. After coordination, the PAO will request, in writing if necessary, that the commercial Contractor delete any such advertisements or exclude any such inserts. If the Contractor prints the issue containing the objectionable advertisement(s), the Commander may prohibit distribution in accordance with DoDI 1325.06.

(3) If a violation or rejection of the equal opportunity policy, by an advertiser is confirmed, the Contractor shall refuse to print advertising or include inserts from that source until the violation is corrected.

c. DoDI instruction 1325.06 gives Commanders the authority to prohibit distribution on the installation of a publication containing advertising they determine likely to promote a situation leading to potential riots or other disturbances, or when the circulation of such advertising or inserts may present a danger to loyalty, discipline, or morale of personnel.

(1) The Commander will determine whether particular advertisements or inserts to be placed in a CE publication serving the Command or installation may interfere with successful mission performance.

(2) Some considerations in this decision are the local situation, the content of the proposed advertisement or insert, and the past performance of the advertiser. Before making a determination to prohibit distribution of a CE publication, the Commander will obtain legal coordination.

d. The CE publications may carry paid and nonpaid advertising of the products and services of non-appropriated fund activities and commissaries, if allowed by DoD and Military Service regulations.

e. The amount of advertising content, measured in column inches, will not exceed 60 percent of the total CE publication.

f. Bingo games and lotteries conducted by a commercial organization whose primary business is conducting lotteries may not be advertised in CE publications.

(1) Non-lottery activities, such as dining at a restaurant or attending a musical performance, of a commercial organization whose primary business is conducting lotteries may be advertised in CE publications.

(2) Exceptions are allowed for authorized State lotteries and lotteries conducted by a not-for-profit or Governmental organization, or conducted as a promotional activity by a commercial organization and clearly occasional and ancillary to the primary business of that organization in accordance with section 1307 of Title 18, United States Code (Reference (ai)).

(3) An exception also pertains to any gaming conducted by an Indian tribe in accordance with section 2720 of Title 25, United States Code (Reference (aj)).

g. The Contractor shall not include in the publication any advertising or inserts of the following types:

1. Paid political advertisements or inserts for a candidate or party, or which advocate a particular position on a political issue, including advertisements advocating a position on any proposed DoD policy or policy under review, or which advocate lobbying elected officials on a specific issue.

2. Advertisements or inserts for any establishment declared "off limits" by the Command.

3. Advertisements or inserts that are contrary to law or to DoD or Military Service regulations or that in the U.S. Government's opinion pose a danger or detriment to DoD personnel or their family members, or that interfere with the Command or installation missions.

4. Advertisements or inserts for bingo games or lotteries conducted by a commercial organization whose primary business is conducting lotteries."

5. Any other restrictions deemed appropriate by the Command.

## VI. CONTRACT TERMS

1. Naval Air Station Whiting Field is an element of the United States Government. This agreement is a United States Government contract authorized under the provisions of Department of Defense Instruction 5120.04 as an exception to the Government Printing and Binding Regulations published by the Congressional Joint Committee on Printing. Although this contract is not subject to the Federal Acquisition Regulation (FAR) or the Defense FAR Supplement (DFARS), FAR clauses useful in protecting the interests of the Government and implementing those legal provisions required by law are included in this contract.

## 2. Option Clause

(a) The U.S. Government may extend the term of this contract by written notice to the Contractor within fifteen (15) days; provided that the U.S. Government will give the Contractor a preliminary written notice of its intent to exercise the option at least thirty (30) days before the contract expires. The preliminary notice does not commit the Government to exercise the option.

(b) If the U.S. Government exercises this option, the extended contract will be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

## 3. Default Clause

(a) The U.S. Government may, by written notice of default to the Contractor, terminate this contract in whole or in part if the Contractor fails to:

(1) Deliver the CE Guides and Maps in the quantities required or perform the services within the time specified in this contract or any extension.

(2) Make progress, so as to endanger performance of this contract.

(3) Perform any of the other provisions of this contract.

(b) If the U.S. Government terminates this contract in whole or in part, it may acquire, under the terms and in the manner the Contracting Officer considers appropriate, supplies or services similar to those terminated. However, the Contractor shall continue the work not terminated.

(c) The rights and remedies of the U.S. Government in this clause are in addition to any other remedies provided by law or under this contract.

## 4. Termination for Convenience of the Government

The Contracting Officer, by written notice, may terminate this contract, in whole or in part if the services contracted for are no longer required by the U.S. Government, or when it is in the U.S. Government's interest, such as with installation closures. Any such termination shall be at no cost to the Government. The U.S. Government will use its best efforts to mitigate financial hardship on the Contractor.

## 5. Term of Contract

This requirement is for a one (1) year base period, and four (4) one-year option periods. The total period of the contract, including options, will not exceed 60 months, after which the contract must be re-competed.

## 6. Modification of the Contract



Any changes to the SOW or other terms and conditions of the contract will be made by written contract modification signed by both parties.

The period of performance is as follows:

Base Year: 01 September 2016 – 31 August 2017  
Option Year 1: 01 September 2017 – 31 August 2018  
Option Year 2: 01 September 2018 – 31 August 2019  
Option Year 3: 01 September 2019 – 31 August 2020  
Option Year 4: 01 September 2020 – 31 August 2021

## **VII. SPECIFICATIONS**

### **A. QUANTITY**

1. The Contractor shall print and deliver a minimum of 2,500 Guides, 1,500 Gatefold maps and 2,000 Flat maps, and 500 flyers in accordance with the following schedule. The Public Affairs Office may change the quantity of guides and maps annually.

(a.) COPY DATE. Editorial copy delivery date from the Government to the Contractor will be on or before 1 January 2017 in the Base Year, and by 1 January of each Option Year thereafter exercised, or by mutual agreement.

(b.) DELIVERY DATE. The Contractor shall provide the above stated minimum quantities of Guides and Maps to the Government no later than 30 March 2017, and 30 March of each exercised option year following.

(c.) DELIVERY LOCATION. The Contractor shall deliver Guides and Maps to Public Affairs Office, Naval Air Station Whiting Field, 7550 USS Essex St., Milton, FL 32570.

### **B. EDITORIAL PAGES**

The number of editorial pages and photographs for each edition of the Guide is not specifically restricted except to reasonable needs and shall be of sufficient quantity to present comprehensive coverage of base facilities, services, and the surrounding community. A good estimate would be between 40-50 pages of editorial material and photographs; however, the Contractor shall understand that the quantity of editorial material required to be included in the Guide may exceed that estimate based upon the needs of Naval Air Station Whiting Field.

### **NOTICE TO OFFERORS**

#### **NOTE TO OFFEROR**

This is a No Cost Contract for a Civilian Enterprise (CE) Base Guide, Map and Flyer to be published and distributed aboard the Naval Air Station (NAS) Whiting Field, FL. The terms of the contract will be for a 12 month base period with four (4) one-year option periods. This contract is an exception to Government Printing and Binding Regulations under the provisions of Department of Defense (DOD) Instruction 5120.04, SECNAVINST 5720.44C other applicable regulations, and all implied conditions stated herein.

The CE Contractor sells advertising to cover the costs and secure earnings. The right to circulate the advertising in these publications to the DOD readership constitutes contractual consideration to pay for these DOD publications.

### **Submission Required for Evaluation:**

#### **A. GENERAL INSTRUCTIONS:**

1. These instructions provide guidance to the Offeror in preparing the proposal and describe the approach for development of the proposed data in response to this solicitation.
2. The proposal must comply fully with these instructions. FAILURE TO DO SO MAY BE CAUSE FOR REJECTION. The proposal shall include all of the information requested in these instructions.
3. The Offeror should clearly state how they intend to accomplish this contract. Mere acknowledgement or restatement of a requirement is not acceptable. Relevance to this acquisition effort is critical.
4. The information in the proposal should be presented in a clear, coherent and concise manner. Vague statements such as “will comply”, “noted and understood”, etc. are not acceptable. The proposal should be limited to the information that is necessary to convey a point and should not be overly elaborate.

#### B. DELIVERY INSTRUCTIONS:

Offerors shall submit one original proposal, clearly marked as the “original”. The proposal shall have a cover sheet marked with the title, Request for Proposal (RFP) identification, and Offeror’s name. Submission is to be mailed to the Contracting Officer by the Solicitation closing date.

#### C. SPECIAL INSTRUCTIONS FOR PREPARATION OF PROPOSALS

Proposal Content. Proposals shall be in one Volume with four tabs. Tabs shall clearly and completely describe the effort that the Offeror is proposing to accomplish under the contract and contain all required documentation called for in the instructions for the volume.

##### Attachments.

1. Past Performance Information (Attachment 1)
2. Past Performance Evaluation Survey (Attachment 2)

Offerors shall submit a proposal consisting of the following:

Tab 1 – Technical and Production Capability-1-10 pages

Tab 2 – Services and/or Items offered-1-10 pages

Tab 3 – Past Performance Information Form (Offerors shall utilize the attached Past Performance Information Form for each reference submitted).

Tab 4 – Management Approach-1-10 pages

**Each tab must be separate and contain sufficient information to permit a detailed evaluation.**

All proposals documents must be delivered to:

Fleet Logistics Center Jacksonville

Contracting Department, ATTN: Mr. Learie Holder

P.O. Box 97

Jacksonville, FL 32217-0097

Complete registration in On-Line System for Award Management (SAM), as required.

Include Tax ID Number; Cage Code Number, the county the Offeror’s business is located in, and authorized negotiators on behalf of the Offeror’s company.

**All pages of the Contractor’s proposals shall state: “Source Selection Information.”**

Following are the minimum requirements which must be met by prospective Contractors. Any service or support offered beyond these minimums will be evaluated on a competitive basis by the Source Selection Advisory Committee (SSAC) to determine which offer is in the best interest of the Government:

**Tab 1 – Technical and Production Capability:**

- a. Level of automation.
- b. Compatibility of automation with existing Public Affairs Office (PAO) automation (unless other automation is provided).
- c. Printing capability (e.g. quality of paper stock, printing services, number of color pages).
- d. Production equipment.
- e. Physical plant (capabilities).
- f. Driving distance to plant or capability to utilize electronic submission methods.

**Tab 2 – Services and/or Items Offered:**

- a. Offer of automation equipment and the quality and amount of equipment offered to the Public Affairs Office.
- b. The quality and amount of services offered.
- c. Usefulness of the services and/or items offered to the Public Affairs Office in enhancing the Guides and Maps.
- d. The impact of the services and/or items on other parts of the contract.

**Tab 3 – Past Performance Record:**

- a. Demonstrate ability to successfully produce a CE or similar publication (e.g. corporate experience in Guides and Maps publishing, dates of previous contracts, contract number (if applicable), and references (with names and addresses)).
- b. Demonstrate printing ability (provide sample issues of other publications and/or a prototype printed by the Offeror, if available).
- c. Demonstrate distribution ability and customer service responsiveness.
- d. Demonstrate capability to sell advertising and successful recouping of publication costs.

The Government reserves the right to contact previous customers, and to obtain additional past performance information as necessary to evaluate Offeror's past performance.

**Tab 4 – Management Approach:**

- a. Interfacing with the PAO staff (include any major problems anticipated by the offer or how they will be resolved).

- b. Contractor's plan for controlling the quality and timeliness of the finished product (e.g. ability to make last-minute changes or utilize color photos).
- c. Contractor's plan for sale of ads of the type that enhances the Guides and Maps image in the community and the readership at large.
- d. Contractor's plan for ensuring Contractor personnel are properly supervised and managed.

**By submission of a proposal, the Offeror certifies compliance with all requirements contained in the solicitation. Failure to provide the information above may result in your proposal being rejected as unacceptable.**

Proposals must be received no later than the offer due date and time specified in the solicitation to be considered.

**Requests for clarifications or additional information shall be submitted in writing no later than 19 August 2016 at 01:00 P.M, Eastern Standard Time, via email to [Learie.holder@navy.mil](mailto:Learie.holder@navy.mil). NO PHONE CALLS WILL BE ACCEPTED. If necessary, responses will be provided by amendment to the Request for Proposals. Any inquiries after the 19th of August 2016 will not be answered. All questions in response to the RFP will be answered via an amendment and posted to the NECO website.**

#### **EVALUATION--COMMERCIAL ITEMS**

A. The Government will award a contract resulting from this solicitation to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government. The following factors shall be used to evaluate offers:

##### **1. Technical and Production Capability**

- (a) Level of automation for the following: layout to the Navy; editorial copy to the Contractor.
- (b) Compatibility of automation with existing PAO automation (unless other automation is provided).
- (c) Printing capability (e.g. quality of paper stock, quality of printing services, number of color pages).
- (d) Production Equipment.
- (e) Physical plant (capabilities).
- (f) Driving distance to plant or capability to utilize electronic submission methods.

##### **2. Services and/or Items Offered**

- (a) Offer of automation equipment and the quality and amount of equipment offered to the Public Affairs Office.
- (b) Quality and quantity of services offered. (e.g. Photography assistance, writing, reporting and editing assistance, layout and design.)
- (c) Usefulness of the services and/or items offered to the Public Affairs Office in enhancing the Guides and Maps.
- (d) The impact of the services and/or items on other parts of the contract. (The offer of equipment or services not specifically related to producing the publication will not result in the assignment of a

higher score.) [e.g. Contractor's willingness to train Editors and future Editors in use of software and equipment].

### 3. Past Performance Record

(a) Demonstrated ability to successfully produce a CE or similar publication. (e.g. corporate experience in Guides and Maps publishing, dates of previous contracts, contract numbers (if applicable), and names and addresses of references.

(b) Demonstrated printing ability (sample issues of other publications and/or a prototype printed by the Offeror shall be provided, if available.)

(c) Demonstrated success in contract performance in a timely and responsive manner (demonstrated distribution ability and customer service responsiveness).

(d) Demonstrated capability to sell advertising and successfully recoup publication costs.

(e) Furnish past performance information. Offerors shall provide the past performance information requested or shall affirmatively state that it possesses no relevant past performance information for the same or similar efforts as that required by the solicitation. The Government reserves the right to contact previous customers, and to obtain additional past performance information as necessary to evaluate Offeror's past performance.

### 4. Management Approach

(a) Interfacing with PAO staff (including any major problems anticipated by the Offeror and how they will be resolved.)

(b) Contractor's plan for controlling the quality and timeliness of the finished product. (e.g., the ability to make last-minute changes or the ability to use color photos that are timely.)

(c) Contractor's plan for the sale of ads of a type that enhance the publication's image in the community and with the readership at large.

(d) Contractor's plan for ensuring that the Contractor's personnel are properly supervised and managed.

**Past Performance will be evaluated with a final rating of Acceptable or Unacceptable. However, an offeror with no relevant past performance information will receive a neutral rating; the offeror cannot be penalized for no relevant past performance.**

**An "Unacceptable" rating of any subfactor will make the overall rating for that factor "Unacceptable."**

B. Contract Award: The Government shall award a contract resulting from this solicitation to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government. The criteria and the procedures the Government will use for evaluation of proposals and source selection are described in this solicitation. The Government may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the Contractor's best terms from the ability to meet the selection criteria and provide the Government the best possible service and product.

C. Options: Evaluation of options shall not obligate the Government to exercise the option(s).

D. A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful Offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either

party. Before the offer's specified expiration time, the Government may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

E. Evaluation Process: The selection board will review the written data responding to the request for proposal. All evaluations will be conducted using the Offeror(s) proposal. No oral presentations will be entertained. An on-site visit of the Contractor's plant may be conducted to determine the ability to perform. Since exchange of rights constitutes the consideration in a civilian enterprise publication contract, the best obtainable product and service in exchange for those rights shall be the primary criteria for selection.

Weighting Factors. Points will be assigned to the final score of each factor in a proposal as determined by multiplying the score assigned (e.g., 0," "1," "2," "3," "4," or "5,") by the relative weight of the individual criterion as indicated:

CRITERIA			RELATIVE WEIGHT		MAXIMUM POINTS	
1. Technical and Production Capability			8		40 (40%)	
2. Services and/or Items Offered			6		30 (30%)	
3. Past Performance Record			4		20 (20%)	
4. Management Approach			2		10 (10%)	
Total Points Possible					100	
Evaluation factors are listed in descending order of importance; criterion number 1 is 10 percentage points more important than criterion number 2, and so on.						
Criterion 1: Technical and Production Capability Score x Relative Weight = Points				Criterion 2: Services and/or Items Offered Score x Relative Weight = Points		
5	8	40	5	6	30	
4	8	32	4	6	24	
3	8	24	3	6	18	
2	8	16	2	6	12	
1	8	8	1	6	6	
0	8	0	0	6	0	
Criterion 3: Past Performance Record Score x Relative Weight = Points			Criterion 4: Management Approach Score x Relative Weight = Points			
5	4	20	5	2	10	
4	4	16	4	2	8	
3	4	12	3	2	6	
2	4	8	2	2	4	
1	4	4	1	2	2	
0	4	0	0	2	0	

F. The above factors will be given a rating based on a review by the technical evaluation panel. The ratings are described as follows:

OUTSTANDING (5)	Overall proposal: Very significantly exceeds most or all solicitation requirements and those excesses are beneficial to the Department of the Navy (DON). Response exceeds an "acceptable" rating. The Offeror has clearly demonstrated an understanding of all aspects of the requirements to the extent that timely and highest quality performance is anticipated.
GOOD	Overall proposal: Fully meets all solicitation requirements and significantly

(4)	exceeds many of the solicitation requirements. Response exceeds an “acceptable” rating. The areas in which the Offeror exceeds the requirements is anticipated to result in a high level of efficiency, productivity or quality.
ACCEPTABLE (3)	Overall proposal: Meets all solicitation requirements. Complete and comprehensive; exemplifies understanding of the scope and depth of the task requirements and the proposer’s understanding of the Government’s requirements.
MARGINAL (2)	Overall proposal: Unacceptable, but susceptible to being made acceptable. Some deficiencies exist in the proposal. However, given the opportunity for discussions, the proposal has a reasonable chance of becoming at least acceptable. (Areas of a proposal which remain marginal after best and final offers shall not be subject to further discussion or revision.) If award is made on initial offers, there will not be an opportunity for discussions or a chance to become at least acceptable. Overall marginal rating will only be given if the total collective number of unacceptable factors and subfactors are susceptible to being made acceptable without completely revising the proposal.
UNACCEPTABLE (1)	Overall proposal: Proposal has many deficiencies and/or gross omissions; failure to provide a reasonable, logical approach to fulfilling much of the Government’s requirements; failure to meet many of the minimum requirements. The proposal must be so unacceptable that it would have to be completely revised in order to attempt to make it other than unacceptable.

G. A cost proposal is not required. Therefore, price is not a factor in reference to the above factors.

H. Report of Findings and Recommendations. After the SSAC has completed final evaluation of proposals and all weighting has been completed, the committee will prepare a written report of its findings and recommendations, setting forth the consensus of the committee and its composite. The Chairperson will sign the report to confirm its accuracy and his/her agreement with the recommendation. All copies of proposals and evaluation worksheets will be returned to the Contracting Officer.

(End of clause)

#### PAST PERFORMANCE INFORMATION

#### **PAST PERFORMANCE INFORMATION FORM**

**N68836-16-R-0181**

<b>1. Complete Name of Government agency, Commercial Firm, or other organization</b>	
<b>2. Complete Address</b>	
<b>3. Contract number or other reference</b>	<b>4. Date of Contract</b>

<b>5. Date work began</b>	<b>6. Date work was completed</b>
<b>7. Initial contract price, estimated cost and fee, or target cost and profit or fee</b>	<b>8. Final amount invoiced or amount invoiced to date</b>
<b>9a. Technical point of contact (name, title, address, telephone no., and email address)</b>	<b>9b. Contracting or purchasing point of contact (name, title, address, telephone no., and email address)</b>
<b>10. Location of work (country, state or province, county, city)</b>	
<b>11. Description of contract work. Describe nature and scope of this work. Provide a detailed explanation demonstrating the relevance of the contract to the requirements of the solicitation. (Attach an explanation of any performance problems or other conflicts with the customer. Describe any litigation, pending, on-going, or completed. Use a continuation sheet, if necessary.)</b>	
<b>11a. Name(s) of subcontractor(s) used, if any, and a description of the extent of work performed by the subcontractor(s).</b>	
<b>11b. Address compliance with requirements of the clauses at FAR 52.219-8, "Utilization of Small Business Concerns," and 52.219-9, "Small Business Subcontracting Plan."</b>	
<b>12. Current status of contract (choose one):</b>  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Work continuing, on schedule  <input type="checkbox"/> Work continuing, behind schedule  <input type="checkbox"/> Work completed, no further action pending or underway  <input type="checkbox"/> Work completed, routine administrative action pending or underway  <input type="checkbox"/> Work completed, claims negotiations pending or underway  <input type="checkbox"/> Work completed, litigation pending or underway </div> <div> <input type="checkbox"/> Terminated for convenience  <input type="checkbox"/> Terminated for default  <input type="checkbox"/> Other (explain) </div> </div>	

#### Instructions for Completing the Past Performance Information Form

- Item 1      Insert the complete name of the customer, including parent organization. Do not use acronyms.
- Item 2      Insert the customer's complete address, including both post office box and street address, if possible.
- Item 3      Insert any contract number or other contract reference used by the customer.



- Item 4 Insert the date on which the contract came into existence.
- Item 5 Insert the date on which the contract came into existence.
- Item 6 Insert the date on which the customer agreed that the work was satisfactorily completed (including substantial completion), aside from any pending or on-going administrative actions, claims negotiations, or litigation.
- Item 7 Insert the price, estimated cost and fee, or target cost and profit or fee as it appeared in the original contract. If the contract included multiple, separately-priced items, add the individual item amounts and insert the total price, estimated cost and fee, or target cost and profit or fee.
- Item 8 Insert the final sum of all invoices, or the sum of all invoices to date, including agreed upon and disputed amounts, paid and awaiting payment.
- Item 9a Insert the name, title, address, telephone number, and email address (if available) of the program or project manager, quality assurance representative, or other customer technical representative who is most familiar with the quality of your work under the contract.
- Item 9b Insert the name, title, address, telephone number, and email address (if available) of the contracting officer, purchasing agent, or other customer contracting or purchasing representative who is most familiar with your work under the contract.
- Item 10 Insert the location(s) where the work was performed, including the country (if other than the United States) and the state or province, county (if applicable), and city.
- Item 11 Describe the nature and scope of the work. The objective is to shown how the work that you did or are doing is similar in nature and scope to the work that is to be performed under the contract contemplated by the request for proposals. Describe any unusual circumstances of performance or problems that may be relevant to the work that is to be performed. Tell your side of the story of any conflicts with the customer concerning which they may make adverse remarks about your performance. Describe any actions that you have taken or plan to take to correct any shortcomings in your performance. Describe any pending, on-going, or completed litigation.
- Item 11a Insert the name, address, telephone number, and email address (if available) of the subcontractor(s) used, if any, and a description of the extent of work performed by the subcontractor(s).
- Item 11b Address your compliance with requirements of the clauses at FAR 52.219-8, "Utilization of Small Business Concerns," and 52.219-9, "Small Business Subcontracting Plan" in performance of the contract, if applicable. If these requirements were not in the contract, state "Not applicable."
- Item 12 Insert an "X" in the block next to the choice which best describes the current status of the contract. If you select the "Other" block, provide a brief explanation.

#### PAST PERFORMANCE EVAL SURVEY

#### **CONTRACTOR PERFORMANCE EVALUATION SURVEY COVER SHEET**

**Request for Proposal Number: N68836-16-R-0181, RFP Closing Date: 4:00 P.M. (EST) on 25 AUGUST 2016.**

**Submit completed Cover Sheet and Survey via email to:**

**CONTRACTING DEPARTMENT  
 NAVSUP Fleet Logistics Center  
 Attn: Learie Holder  
 110 Yorktown Avenue, BLDG. 110, 3<sup>rd</sup> Floor  
 Jacksonville, FL 32212-0097  
 Phone: (904) 542-0039  
 E-mail: [Learie.holder@navy.mil](mailto:Learie.holder@navy.mil)**

Name and address of Offeror questionnaire is being completed for:

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Name, title and phone number of person completing questionnaire:

Name/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Provide relevant information:

Name of company: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Contract Type: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Contract Period of Performance (including all options) \_\_\_\_\_

Product/Service Description: \_\_\_\_\_

Length of time your firm has been involved with this company: \_\_\_\_\_

### **RATING SCALE**

Please use the following ratings to answer the questions contained on the Contractor Performance Evaluation Survey. If you are unable to rate an item because it was not a requirement, never an issue, or you have no knowledge of the item in question, then you should mark "NA".

### **EVALUATION CRITERIA**

OUTSTANDING	Outstanding in essentially all respects; represents the best that could be expected of any contractor. Very few deficiencies, and none pertaining to the stated performance requirements.
GOOD	Significantly exceeds all solicitation requirements. The areas in which the Offeror exceeds the requirements is anticipated to result in a high level of efficiency, productivity, or quality.
ACCEPTABLE	Cannot be considered outstanding but is above the average expected from any qualified contractor. Lacking in one of three areas of feasibility, manageability, or practicality. Minor deficiencies, which would require correction before the contractor would be permitted to begin work.
MARGINAL	Unacceptable, but susceptible to being made acceptable. Lacks reasonableness, tractability, and practicability. Many deficiencies. Several deficiencies including at least one that risks causing difficulty in performance. Substantial revisions would be required.
UNACCEPTABLE	Unacceptable, not susceptible to being made acceptable. Many deficiencies. Contractor would have to completely revise proposal to make this category other than unacceptable

### **CONTRACTOR PERFORMANCE EVALUATION SURVEY**

- (1) The Contractor provided a product or service that conformed to contract requirements, specifications, and standards of good workmanship.
- (2) The Contractor submitted accurate reports.
- (3) The Contractor utilized personnel that were appropriate to the effort performed.

Unacceptable	Marginal	Acceptable	Good	Outstanding

**B. COST CONTROL:**

- (1) The Contractor performed the effort within the estimated cost/price.
- (2) The Contractor submitted accurate invoices on a timely basis.
- (3) The Contractor demonstrated cost efficiencies in performing the required effort.
- (4) The actual costs/rates realized closely reflected the negotiated costs/rates.


**C. SCHEDULE:**

- (1) The tasks required under this effort were performed in a timely manner and in accordance with the period of performance of the contract.
- (2) The Contractor was responsive to technical and/or contractual direction.


Unacceptable	Marginal	Acceptable	Good	Outstanding
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**D. BUSINESS RELATIONSHIPS:**

- (1) The Contractor demonstrated effective management over the effort performed.
- 2) The Contractor maintained an open line of communication so that the Contracting Officer's Representative (COR) and/or Technical Point of Contact (TPOC) were apprised of technical, cost, and schedule issues.
- (3) The Contractor presented information and correspondence in a clear, concise, and businesslike manner.
- (4) The Contractor promptly notified the COR, TPOC, and/or Contracting Officer in a timely manner regarding urgent issues.
- (5) The Contractor cooperated with the Government in providing flexible, proactive, and effective recommended solutions to critical program issues.


(6) The Contractor made timely award to, and demonstrated effective management of, its subcontractors.

(7) The Contractor demonstrated an effective small/small disadvantaged business subcontracting program.


**E. CUSTOMER SATISFACTION:**

(1) The products/services provided adequately met the needs of the program.

(2) The Contractor was able to perform with minimal or no direction from the COR or the TPOC.

(3) I am satisfied with the performance of the Contractor under this effort.


**F. KEY PERSONNEL:**

(1) The labor turnover in key personnel labor categories was minimal and did not adversely affect Contractor performance.

(2) The Contractor proposed qualified personnel to fulfill the requirements of the contract.


**G. OTHER:**

(1) Would you award this firm another contract? ( ) Yes ( ) No If you answered "No" provide an explanation. \_\_\_\_\_

\_\_\_\_\_

(2) Was the contract terminated for default? ( ) Yes ( ) No

If you answered "Yes", provide an explanation. \_\_\_\_\_

\_\_\_\_\_

**COMMENTS: (Required for ALL Unacceptable Ratings)**


**Name/Title**

**Signature**

**Phone Number**

**Date**